Chapter 18 Backing Up MX Project Data

It is the designer's responsibility to create backups of their MX project data
because we are working on local copies of this data. How frequently you back up your data
is entirely up to you, but it's highly recommended that you back up any projects which you
have altered at the close of each day. The procedure for accomplishing this is very simple
and quite fast.

Backup Procedure

MX Provides a Zip Project function which allows you to quickly create a ZIP file containing
your entire project's data. There are two distinct advantages to using this utility:

- o   The entire project is kept together as a unit
- o   The resulting file to be transferred to the server is compressed, reducing the amount
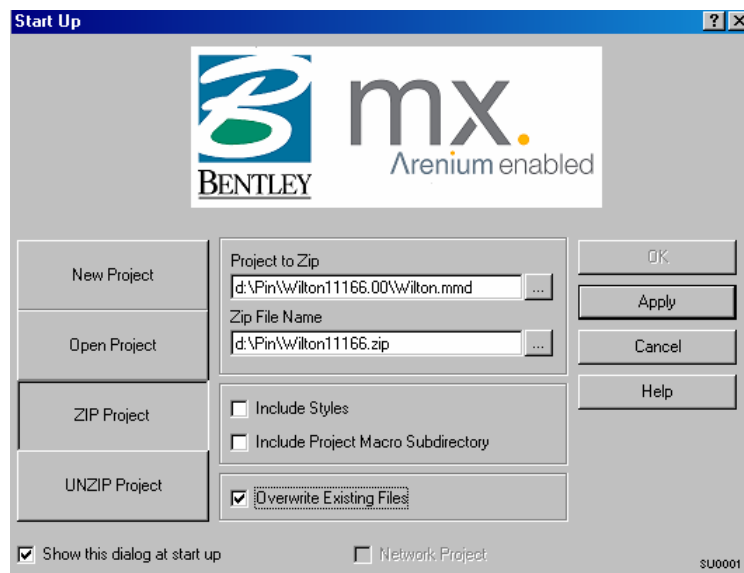   of time and bandwidth required to perform these backups.

Here's how to use the Zip Project functionality:

Step 1: When you first execute the MX software, the following panel appears:

From the Start-up panel in Mx –

1) Choose to ZIP Project.

2) Verify that the Project to
   Zip is the correct one, the
   Zip File Name will be
   named automatically.

3) Check-*Overwrite Existing
   Files.*

*This will ensure only the most current
information is being saved and there
aren't multiple zips to choose from.*

The checkbox choices in the
middle of the panel would allow
you to add all of the macros, style and feature sets to the zip file also. Since these
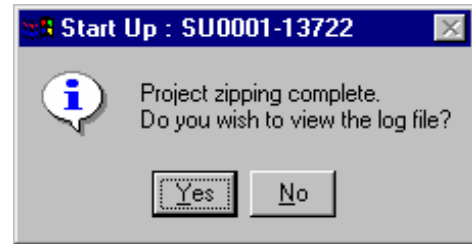directories are standard MDOT files:

Do Not Check These Boxes!

Firstly, it takes way too much time to zip all that up. Secondly, these files are common for
everybody and will be backed up separately. And lastly, including these files in every
project backup creates files that are much larger than are necessary.

Step 2: Click **Apply** to create the project zip file. When it's done packing all of your data
in the zip file, you'll see the following message box:

You may choose **No.** The log file contains a listing of all the files contained in the zip file.

Step 3: Copy the ZIP file to the server where the official project files reside. In most cases this will be on PCPIN1, which for Mx/MicroStation users should be mapped as your "Y" drive. There is an MX directory for each Group (Highway, Bridge, Survey, etc.) in our PCPIN1 directory structure.

For example:

If I, a member of the Highway group, have a project on the "D" drive of my workstation with PIN 1234.56, I would copy the zip file as follows:

D:\pin\1234.56\123456.zip

TO

PCPIN1\PIN\1234\56\Highway\123456.zip